

This policy was adopted at Full Council on 19<sup>th</sup> August 2024 minute ref: 24/930

## **029 - Rothley Parish Council Closed Circuit Television (CCTV) Policy**

### **1. INTRODUCTION**

The purpose of this policy is to regulate the management and use of the closed-circuit television (CCTV) systems under the management of Rothley Parish Council.

The Rothly Centre System comprises of main control unit, five x fixed external cameras, one x internal camera. All cameras are monitored from within the Rothley centre main office. The main control unit is held in a secure location.

This CCTV scheme and policy is operated within the Information Commissioner's Code of Practice for CCTV 2008 and Surveillance Camera Code of Practice 2013 published by the Home Office.

This policy will be subject to annual review, which will include a review in respect of the effectiveness and necessity of the system.

The CCTV system is a digital system which is owned wholly Rothley Parish Council and is an entirely closed system with no wireless capability. The system does not make audio recordings.

### **2. OBJECTIVES OF THE CCTV SCHEME**

Along with a range of measures, the CCTV system will be used to:

- Help maintain an environment for staff and visitors which supports their safety and welfare.
- Deter crime against persons, and against the council buildings and council assets.
- Assist in the identification and prosecution of persons having committed an offence.
- To assist with health and safety and other serious occurrences, including employment issues, for example, disciplinary investigations, where appropriate to do so.

### **3. STATEMENT OF INTENT**

The CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements, both Data Protection Act and the Commissioner's Code of Practice, as well as the Surveillance Camera Code of Practice 2013 published by the Home Office.

The council will treat as data all CCTV recordings and relevant information. Cameras will be used to monitor activities within the Rothley centre and grounds in line with the objectives of the scheme.

Static cameras are set as to not focus on private homes, gardens, and other areas of private property.

Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation being obtained in writing for directed surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.

Materials or knowledge secured as a result of CCTV will not be released to the media, or used for any commercial purpose, or for the purpose of entertainment. Recordings will only be released to the Police, or in respect of a subject access request. The planning and design have endeavoured to ensure that the scheme will give maximum effectiveness and efficiency. It is not possible, however, to guarantee that the system will cover or detect every single incident taking place in the areas of coverage. Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the Councils CCTV.

#### **4. OPERATION OF THE SYSTEM**

The system will be administered by the Parish Clerk and relevant staff, in accordance with the principles and objectives expressed in the code.

The CCTV system will be in operation 24 hours each day, for every day of the year. Council staff will check on a weekly basis that the system is operating effectively, and that the equipment is properly recording and that cameras are functional.

The system will be regularly serviced and maintained. Defects will be reported to the servicing company at the earliest convenient opportunity.

#### **5. CONTROL OF SOFTWARE & ACCESS TO THE SYSTEM**

Access to the CCTV software will be strictly limited to authorised operators. Operators must satisfy themselves that all persons viewing CCTV material will have a right to do so.

The system may generate a certain amount of interest. It is vital that operations are managed with the minimum of disruption. The main control facility must be kept secure.

Other administrative functions will include controlling and maintaining downloaded digital materials, and maintenance and system access logs.

## **6. MONITORING PROCEDURES**

A monitor is installed in the main admin office. Access to monitors must be restricted to staff where those areas being monitored are not in plain view.

## **7. DIGITAL IMAGES: PROCEDURES**

Live and recorded materials may be viewed by authorised operators in investigating an incident and recorded material may be downloaded from the system in line with the objectives of the scheme.

Images (stills and footage) may be viewed by the Police for the detection of crime. A logbook will be maintained of the release of images to the Police or other authorised applicants.

Viewing of images by the Police must be recorded in writing and in the logbook. Requests by the Police are allowable under section 29 of the Data Protection Act (DPA) 1998.

Should images be required as evidence, a digital copy may be released to the Police. The Police may require the Council to retain images for possible use as evidence in the future. Such images will be securely stored until they are needed by the Police. Applications received from outside bodies (e.g., solicitors) to view or release images will be referred to the Parish Clerk.

In these circumstances, images will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order.

A fee may be charged at £10 in such circumstances, which is appropriate for subject access requests.

Retention: Images will be retained for as long as these are required. The system will automatically delete all recordings held on the main control unit after approximately one month.

## **8. BREACHES OF THE CODE (including breaches of security)**

Any breach of the CCTV Code of Practice by Council staff will be investigated by the Clerk, for him/her to take any appropriate disciplinary action.

## **9. ASSESSMENT OF THE SCHEME AND CODE OF PRACTICE**

Performance monitoring, including random operating checks, may be carried out by any officer of the council.

## **10 COMPLAINTS**

Any complaints about the Council CCTV system should be addressed via the Council complaints procedure which can be downloaded from the Council website or a copy can be provided from the Council office.

**11 SUBJECT ACCESS AND FREEDOM OF INFORMATION**

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relates) with a right to data held about themselves, including those obtained by CCTV.

Requests for Data Subject Access should be made in writing to the Parish Clerk  
A request for Subject Access will be FOC but further requests will be charged at £10.  
Note Data Subject Access falls under Article 15 of GDPR.

A request under the Freedom of Information Act 2000 will be accepted, when such a request is appropriate.

Copies of this policy will be available on the Council website, or on request from the Parish Council Office at Rothley Centre, Mountsorrel Lane, Rothley, Leics, LE7 7PR.

Next Review Date: August 2025

Signed.....

Print Name.....

Position.....Date.....